



Banquet Contract

Texas Wedding • 250 Guests Confirmed • Saturday, 1/16/2016

General Information

Banquet Type: Wedding		
Room Use:	South Room	2:00 PM - 6:45 PM
	Bar Room	4:00 PM - 12:00 AM using 6 rooms
	Patio - Bar	4:00 PM - 12:00 AM
	Grand Banquet Hall	5:00 PM - 12:00 AM
	Tent	7:00 PM - 9:15 PM

Timeline

9:00 AM - 2:00 PM	Setup	Friday 4:00 to 9:00. Tables, chairs, cloths and skirts.
12:00 PM - 1:00 PM	Chair Arrangement	Setup - half moon with isle up the middle. There will be a wheel chair attendee so on the right side remove 2 chairs from the outside front row configuration.
12:00 PM - 1:00 PM	Chair Numbers	set for 150. Approximately 120 expected for the ceremony.
2:00 PM	AV Needs	computer set up to big screen for slideshow during reception
2:30 PM - 3:00 PM	Cake Table	1 big round on east wall front, skirted This is a big cake so make sure we have a table suited for it.
3:00 PM - 3:30 PM	Hand Held Fans	going to be hot and sunny. Have hand helds available for guests on a 6ft table as they walk into the ceremony site area.
3:00 PM - 10:00 PM	Waits	3:00 setup all. 4:45 event meeting. 6 available for butler passing 5:30 - 6:15, 4 other kitchen prep. 10 available for salad 6:30 and plated service 6:45. Manager will have section chart. All available for clearing. All available for dessert service.
4:00 PM - 2:00 AM	Bar	1 shift 2:00 prep + until 10:00. 2 shift 5:00 until close, 3 shift 5:30 to close.
4:00 PM	Candles/Centerpiece	flowers set up by Fort Worth Floral at 3. Have table ready
4:30 PM - 6:30 PM	Host Bar	Check with bride before we go to cash bar.
5:00 PM - 12:00 AM	Grand Banquet Hall	
5:00 PM - 10:00 PM	Soda Package	Host soda all night for all wedding guests.
5:00 PM	Hors D'oeuvres	Butler passed from 5:30 to 6:15. sesame seared Vietnamese chicken, gourmet mini sirloin burgers, smoked salmon w/lemon on pumpkinnickel, tuscan roulades wrapped in grilled baby eggplant, classic bacon wrapped scallops.
6:00 PM	Caesar Salad	mixed greens w/dried cranberries, toasted pecans and a balsamic vinaigrette.
6:30 PM - 12:00 AM	Cash Bar	6:30 until end of event
6:30 PM	Entree - first	sliced beef sirloin with a bourbon and gorgonzola sauce and pan roasted bass w/smoked tomato and herb cream.
6:30 PM	Waldorf Salad	Pilaf of rice, corn and herbs, caramelized baby carrots with orange zest, pan roasted assorted vegetables, rustic mashed potatoes w/ roasted garlic and butternut squash with cinnamon butter.
6:45 PM - 8:00 PM	Champagne	Service 6:45 approximately. communicate with bride
7:30 PM	Dinner Salad	passion fruit berry duo mousse cake and espresso brownies
10:00 PM	Late Night Hors	Tray passed warm chocolate chip cookies served with "shots" of milk and the sterling coffee package

Event Contacts

Name	Phone	Email	Affiliations
Tyler Texas	(500) 555-1788 (Work)	ttexas@eventpro.360	Texas Wedding
Odessa Texas	(500) 555-1845 x6 (Work)	otexas@eventpro.360	Texas Wedding

Term and Conditions

1. Cancellation Policy: This policy should state that either the Hotel or your Group has the right to cancel with written notice to the other party and also give a sliding scale of what the cancellation penalty would be if notice is given within certain time frames such as 6 months in advance, 3 months in advance and 30 days in advance or the contracted arrival date.

2. Sample Sliding Scale: More than 6 months from arrival date to 90 days prior to the event - \$50,000
 90 Days prior to event until one month prior to event - \$ 65,000
 Less than one (1) month up to arrival date - \$85,000 (represents the full amount quoted as the minimum required)

3. Guarantee Counts: States the date and time that a final count of attendance for food and beverage service must be submitted to the venue and/or caterer. It will be considered a guarantee. A reduction in the count will not be accepted afterwards and the group will be responsible for payment of that number even if fewer people show up. If more are served, the actual number served will be charged. Usually a statement of policy for the amount the caterer will prepare over the guaranteed number to accommodate unexpected walk-ins will be included here. A final count of your expected attendance will also be required for meetings and other functions that do not require food and beverage, but the purpose will be to verify that the size of your group materialized as expected and that service staff and set up requirements do not need to be adjusted.

4. Taxes: A statement that the customer will pay the federal and local taxes but may not quote the tax rates.

5. Food and beverage: Policy restricting food and beverage being brought into the venue or facility by the client will be stated and most likely a clause will be included requiring the client to initial how charges for alcoholic beverages will be handled (on a per person basis or based on consumption) or if alcoholic beverages are not to be served. Food and beverage menus and arrangements are rarely outlined in this type of contract, which is primarily meant to reserve function space. These details will be confirmed in explicit detail by the caterer's banquet event order (BEO) anytime within 60 days of the event. The BEO is considered a contract, so treat it as such.

6. Contingency: States that the venue and caterer will not be required to provide the services outlined in the contract due to unforeseen conditions such as a labor dispute, accidents, restrictions upon travel, and other things that would make it impossible for them to perform.

7. Method of Payment: Billing terms and credit policies will be described here.

8. Service Charge: The percentage of the current service charge will be quoted here but how the service charge will be distributed will not be included. A percentage will most likely go to the establishment to offset a portion of the cost of labor or for maintaining the equipment used for your functions. A percentage may go to the salaried managers you work with and another percentage divided among service personnel from departments that may surprise or disappoint you. Service charges are mandatory, BUT gratuities are not. If you want to ensure that specific service personnel receive a gratuity, inquire about how service charges are distributed and, if necessary, add extra to your payment to be given as a gratuity to the personnel that you designate are to receive it.

9. Liability: This clause will usually state that the customer must pay for any damage done to functions rooms or any part of the building by guests, employees, contractors or other agents (speakers or entertainers, etc.) under the customer's control, and that the venue or caterer will not be responsible for any merchandise left behind or stolen.

10. Permits and Licenses: States that the customer is responsible for securing whatever licenses or permits are required by any federal, state or local governing body in order for the event to take place.

11. Event Room: The venue will reserve the right to assign a group to a different room than agreed upon if the size of the group changes or for any other reason that the venue's deems necessary.

12. Agreement: There will usually be some kind of closing statement about signing of the contract and whether or not a fax or email signature will be considered binding.

13. Signature Lines: Signatures by both parties must be secured before the contract will be binding. A contract will probably be sent to you without signatures from the venue or caterer. This is a standard practice and protects the venue from being bound to any changes you might pencil in before signing it yourself. If the contract is agreeable to you and you sign it, require that the venue or caterer return a "countersigned" copy of it for your files to prove that both parties agreed to the terms.

By the Hotel's Authorized Representative:

By: _____
 Name: _____
 Title: _____
 Date: _____

By the Group's Authorized Representative:

By: _____
 Name: _____
 Title: _____
 Date: _____